



**DEFENSE LOGISTICS AGENCY**  
THE DEFENSE CONTRACT MANAGEMENT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22080-8221



IN REPLY  
REFER TO

AQOA

SEP 9 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS

SUBJECT: DCMC Policy Memorandum No. 96-40, Automated Information System  
(AIS) Acquisition Process (POLICY)

This is a POLICY memorandum which establishes management and control procedures for automation acquisition projects less than \$ IM in value. It expires when its content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: DCMC HQ staff, Procurement CIM System Center (AQAC), District Commanders, District Functional Automation and Systems Support Team.

Acquisition of AIS software represents a significant level of effort at DCMC, in terms of human resources, contracting, interface with external activities, and cost. This policy implements specific procedures for our AIS acquisition efforts, in accordance with regulatory requirements contained in DoDD 5000.1 and DoD 5000.2R. A Defense Logistics Agency AIS Life Cycle Management Guide is also being developed which will serve as a global implementation guide for all DLA automation initiatives.

The attachment provides detailed organizational, process and procedural direction for structuring our acquisitions using the Integrated Product and Process Development concept embraced by DoD and chartered under the above mentioned acquisition directive/regulation.

Further information, and detailed instruction for implementation of this policy can be obtained from Col Patricia Bayless, AQAC, on Commercial (703) 767-6343, DSN 427-6343, Internet address: patricia\_bayless@hq.dla.mil.

ROBERT W. DREWES  
Major General, USAF  
Commander

Attachment

# **DCMC Policy for Acquisition of Automated Information Systems**

## **1. General.**

a. DCMC will acquire all Automated Information Systems (AIS) in accordance with the policies and procedures set forth in DoDD 5000.1 and DoD 5000.2-R and as specified herein.

b. All DCMC AIS acquisitions shall be assigned Acquisition Category (ACAT) III classification in accordance with DoD 5000.2-R (Part 1), unless specifically assigned a higher designation.

c. All AIS acquisitions will be structured using cost, schedule, return on investment (ROI), and performance parameters documented in an Acquisition Program Baseline (APB). Actual program progress/performance against the APB will be monitored via formal milestone reviews with the Milestone Decision Authority (MDA). Milestone reviews will be based on “Core Acquisition Management Issues” described in the Executive Summary to DoDD 5000.1/DoD 5000.2-R (p. 3) as tailored for the specific program.

d. All AIS acquisition programs shall tailor the mandatory DoD 5000.2-R processes, documentation, and reporting requirements as appropriate to program scope, cost, and risk. Tailored plans are required for each program, degree of tailoring must be identified in the APB, and plans must be approved by the MDA.

## **2. MDA.**

a. AQ is the MDA for all non-DAISRC/MAISRC AIS acquisitions undertaken by DCMC.

b. AQ may delegate MDA responsibility to an appropriate Program Executive Officer (PEO).

c. Formal MDA reviews will normally be conducted during scheduled Executive Council meetings.

## **3. Integrated Product and Process Development (IPPD).**

DCMC AIS acquisition programs will be conducted using the IPPD concept. IPPD will be implemented using the Integrated Product Team (IPT) approach. DCMC IPT structure and organization will be modeled after DoD 5000.2-R (Part 5).

#### **4. DCMC Overarching IPT (OIPT).**

The OIPTS for AIS acquisitions at DCMC are responsible for review and oversight of all programs. OIPT members are:

1) Program Executive Officer (PEO). AQO and AQB will be the designated PEO'S for functional AIS acquisitions supporting their respective business areas/processes and AQAC is designated as PEO for infrastructure initiatives. The PEO will lead the OIPT.

2) District DCMC Executive Council Members. District Commanders, as Executive Council members and the ultimate users of DCMC AIS, will assist the PEO as functional recipients of the AIS and validate the AIS as supporting their mission and performance objectives.

3) Requirements Officer (RO). The PEO will select an appropriate HQ staff Team Chief to serve as RO. The RO is responsible for establishing the requirement for an AIS and generating the Operational Requirements Document (ORD). The ORD will be approved by the MDA.

4) Program Manager (PM). AQAC will be the designated PM for AIS acquisitions at DCMC. PM duties and responsibilities are established in the OUSD(A&T) "Program Manager's Bill of Rights and Responsibilities." AQAC will also serve as an AIS Configuration Control Board.

5) Operational Test Director (OTD). The MDA will designate the Joint Interoperability and Testing Command, the DLA Chief Information Officer (CIO), or one of the District Commanders as OTD. The OTD will be responsible for defining, resourcing, and executing the test requirements of the Test & Evaluation Master Plan (TEMP) and will be supported in this effort by the DCMC Functional Automation and Systems Support Team (FASST).

6) Technical Director (TD). The DLA Chief Information Officer (CIO) will provide IRM policy and standards for DCMC AIS acquisitions.

#### **5. DCMC Working-Level IPT (WIPT).**

a. The PM, or designated representative Project Officer (PO), will form and lead WIPTS for each AIS acquisition program. WIPT scope of responsibility will be to the individual project. Membership will include:

1) Functional user and technical infrastructure staff from each District

- 2) AIS policy/standards staff from CIO
  - 3) Design and systems engineering staff from DSDC or DISA, as appropriate
  - 4) Contracting staff, when required, from a contracting organization designated by the PM
- b. The PM may designate a PO to lead a specific product acquisition. The PO leads the Working-Level IPT and reports directly to the PM. This project officer maybe chosen from either Headquarters (usually AQAC staff) or one of DCMC'S District HQ staffs. The PO shall be chartered in writing by the PM, and approved by the MDA.

## **6. Mandatory Documentation.**

The following documentation, specifically tailored to program scope and need, are required for DCMC AIS acquisitions. One or more of these documents may be combined into one written product for small-dollar, non-complex AIS programs as long as the necessary program information/analysis is contained therein and the intent of these individual documents is addressed:

- 1) Operational Requirements Document (ORD)
- 2) Acquisition Strategy Report (ASR)
- 3) Acquisition Program Baseline (APB)
- 4) Test and Evaluation Master Plan (TEMP)
- 5) Program Management Plan
- 6) DCMC AIS Quarterly Report (DoD 5000.2-R App V MAIS Quarterly format)

## **7. DCMC AIS Acquisition Policy.**

- a. The program documentation referenced above shall be developed for all new DCMC AIS acquisitions whose annual expenditure is greater than \$ 100K or whose program cost is greater than \$500K.
- b. New or existing AIS, or modifications thereto, whose estimated annual expenditure is less than \$ 100K/year and whose remaining program cost is less than \$500K are exempted from the above documentation requirements. In their stead, such AIS shall be briefed by the PM to the Executive Council and their approval must be secured to continue. Functional requirements and user acceptance criteria shall be in writing and approved

prior to the briefing of each AIS. During these briefings, functional validation of the need, estimated costs, estimated schedule, and ROI shall be presented. Periodic briefings shall be made by the PM to the Executive Council for concurrence to continue.

c. Existing AIS, or modifications thereto, whose estimated annual expenditure is greater than \$ 100K/year and whose remaining program cost is greater than \$500K shall prepare an ORD, an APB, and a Test Plan only. In addition, such AIS shall be briefed by the PM to the Executive Council and concurrence to continue obtained. Functional requirements and user acceptance criteria shall be in writing and approved prior to the briefing of each AIS. During these briefings, functional validation of the need, estimated costs, estimated schedule, and ROI shall be presented. Periodic briefings shall be made by the PM to the Executive Council for concurrence to continue.

d. This policy is intended to implement the regulatory direction and guidance of DoDD 5000.1 and DoD 5000.2-R to the specific AIS acquisition process needs of DCMC.